



Human Resources Newsletter

July 2003 News

What's New, What's Hot

- Implementation of the TJAR (Transportation Job Applicant Reporting System) is July 7, 2003. This is a Lotus Notes application replacing the AFLO System for tracking applicants/actions. HR contacts: Kay McRae, 225-379-1288 or Janice Drake, 225-379-1222.
- Civil Service Pay Rule changes proposed for August 8th Civil Service Commissioning meeting. (Refer to CS General Circular 1531 for details.)
- Time to nominate state employees for the 2003 Charles E. Dunbar, Jr. Career Service Award. Instructions forthcoming.

Special Events

- July 4th - Fourth of July (Holiday)
- July 6 - Civil Service Commission hearing cancelled for this month
- July 15 - HQ New Employee Orientation

HR Unit Updates

Compensation Unit

- Job Corrections - 100% complete
- Administrative Pay Schedule - to be addressed by the CS Commission at its 8/8/03 Pay Hearing; Governor must approve and set effective date. (Refer to CS General Circular 1533 for details.)

Employee Relations Unit

- Early Retirement and Payroll Reduction Act (similar to Act 844) pending Governor's approval (expires 12/31/04).
- Smoking Cessation Program - problems with scheduling; more to follow...

Operations Unit

- Working to complete all structure adjustments for employees affected by transition to the new TS Pay Schedule. Thanks to all for your patience. All related personnel actions will be retroactive to March 31, 2003.



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(Continued)

HR Unit Updates (continued)

Personnel Management Unit

- PPM 49 (Employee Recognition Program) proposed revisions pending approval. More to follow...
- PPR's - For any factor rating of "Needs Improvement" or "Poor", rating supervisor should attach supporting documentation to the PPR form, regardless of overall rating. HR contact: Stephanie Ortis, 225-379-1289.
- 360-Degree Feedback Program - still "under construction". More to follow...
- This is to remind manager/supervisors of DOTD's employment options available for recruiting; these options include part-time work, job sharing, flextime, compressed work week, and telecommuting. These options are governed by PPM 10.
- The HR training library has a new video entitled Diversity Now. It is now available for viewing for DOTD employees. It provides excellent information for supervisors and employees on today's diverse workforce. HR Contact: Ranzy Montet, 225-379-1293.